



Initial Steps for Building in Round Rock

In this packet:

- **Due diligence questionnaire**
- **Development process description**

**Planning & Community Development Department
City of Round Rock, Texas**

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DUE DILIGENCE

In order to avoid problems during the development process a thorough due diligence review of a property and the ability to place the proposed development on the property should be undertaken by the developer. Failure to thoroughly investigate prior to the design of a project can result in significant modifications, additional cost or disapproval of a project.

The following is a partial list of questions you need to ask prior to the purchase of property or the design of a project.

JURISDICTION & ANNEXATION (contact planning department)

- 1. Is the property within the City Limits?**
- 2. If not, will the property qualify for annexation?**
- 3. Will an annexation agreement be required and are there any cost related to annexation?**

GENERAL PLAN (contact planning department)

- 4. What is the proposed designated use of the property on the General Plan?**

ZONING (contact planning department)

- 5. What is the zoning on the property?**
- 6. If not zoned, what zoning will staff support?**
- 7. Is your proposed use permitted in the zoning district?**
- 8. Are there any special PUD requirements?**
- 9. Are there any non-conforming buildings or uses currently on the property?**
- 10. Does your proposed building meet the setback requirements in the zoning district?**
- 11. Does your proposed site plan provide for required buffers next to lower intensity uses?**
- 12. Does your proposed building meet the design standards of the zoning district?**
- 13. Does your proposed site plan meet the parking and loading requirements of the zoning district?**
- 14. Does your proposed site plan meet the landscape requirements of the zoning ordinance?**

- 15. Are there any easements on the property that will restrict development, including the ability to locate buildings and required parking of landscaping?**
- 16. Are any special exceptions or variances required for the proposed development?**
- 17. If so, will they be supported by staff?**

ACCESS

- 18. Are your proposed driveway access points located in accordance with City of Round Rock requirements?**
- 19. Do you require TxDOT approvals?**
- 20. Are any road-widenings required?**
- 21. If so, how much and what process is required to provide required right of way?**

SPECIAL ASSESSMENTS

- 22. Is your property in a special assessment or taxation district?**
- 23. If so, does development or platting trigger a full or partial payoff of any assessment?**
- 24. Is there an annexation agreement recorded for the property?**
- 25. If so, what is required pursuant to the agreement?**

UTILITIES

- 26. Where is the nearest water line?**
- 27. Is there capacity in the water line to accommodate your proposed development?**
- 28. Do water lines need to be enlarged or extended to accommodate your proposed development?**
- 29. Where is the nearest wastewater line?**
- 30. Is there capacity in the wastewater line to accommodate your proposed development?**
- 31. Do wastewater lines need to be enlarged to accommodate your proposed development?**
- 32. Are any easements required to accommodate required utilities on site?**
- 33. Do any existing easements need to be vacated if they are no longer required?**

FIRE REQUIREMENTS

- 34. Are there sufficient fire hydrants to serve your proposed development?**
- 35. If not, what is required to provide the required hydrants?**

- 36. Do you have adequate fire access to all parts of the building (this will vary according to your use, occupancy, and fire rating of the building)?**

DRAINAGE

- 37. Is any portion of the property within the ULTIMATE 100 year flood plain?**
38. Is on-site detention required?
39. Does the property qualify for regional detention?

ENVIRONMENTAL ISSUES

- 40. Are there protected trees on the site?**
41. If so, what mitigation will be required?
42. Is the site over the Edwards Aquifer Recharge Zone?
43. If so what issues need to be addressed?
44. Does the site have caves that contain endangered species?
45. If so, what is required to protect the caves?
46. Do you have a phase one environmental report for the property?
47. Do you require further environmental review?
48. Do you require TCEQ approvals?
49. Do you require U. S. Fish & Wildlife approvals?

PLATTING

- 50. Is the property a legally platted and recorded lot?**
51. If not, what is required to plat the lot?
52. Is parkland required to plat?

PRE-DEVELOPMENT CONFERENCES

- 53. Have you had a pre-development conference to identify key platting issues?**
54. Have you had a pre-development conference to identify the key site plan issues?

MISC.

- 55. Do you require any other state approvals?**
56. Do you require any county approvals?



DEVELOPMENT PROCESS

The development process can include a number of related actions all of which involve cooperative interaction between owners, developers, builders, design professionals and city review staff. **The goal of the City of Round Rock is to assist you through this ever more complex process, reduce the time required to obtain approvals and ensure that city ordinances are adhered to.** Achieving this goal requires cooperation and clear communication between all the parties involved in the process.

The development process can involve all or some of the following:

1. PREDEVELOPMENT CONFERENCE.

The purpose of the predevelopment conference is to identify major issues that will need to be addressed on the plat or during the annexation, zoning or site planning process.

Persons in attendance include representatives of City departments that will review the plat, the owner and design professionals who will make the application.

The primary contact for the applicant will be identified and all correspondence will be sent to the identified primary contact. The primary contact will be responsible for distributing comments to all other design professionals and coordinating a unified set of plans.

The predevelopment conference is a general review and is not intended to cover all the details of a full review following submittal of a formal application. Letters will be sent to the primary contact confirming the results of the predevelopment conference.

2. VOLUNTARY ANNEXATION

Section 43 of the Texas Local Government Code regulates the annexation process.

The City Council may annex property on petition of a landowner. The City Council is not obligated to approve annexation petitions, but reviews petitions in light of its ability to provide City services to the subject property.

The primary reason for annexation is to provide urban services necessary to permit the development of the property.

The voluntary annexation process includes the following steps:

a. Annexation petition

The annexation petition follows a format provided in the City Development Packet and must be signed by the Owner, notarized and include a copy of field notes for the property sealed by a Registered Texas Land Surveyor or the legal description of the property if it is a legally platted lot.

The annexation petition is submitted to the Planning & Community Development Department who prepares a report with the assistance of other city departments, to City Council.

b. Servicing Report

A servicing report is prepared by City Staff. This report identifies the City services that will be provided to the property to be annexed, together with the timing for the provision of these services. Services must be provided within the following time limits:

- Police and fire protection must be provided immediately following annexation.
- City utilities must be provided within 2.5 years to 4.5 years.

If off-site extension of utilities or roads is required or extraordinary costs are involved in providing services an annexation agreement may be required to provide for fair and equitable funding for such costs.

c. Annexation Agreement

If an annexation agreement is required the City will identify the costs imposed by the annexation that require cost sharing and negotiate an agreement to fairly allocate costs

d. Annexation Ordinance

The annexation ordinance will normally be placed on the same City Council Agenda as the annexation agreement and the original zoning.

City Council may approve or disapprove an annexation petition.

3. ZONING

Zoning applications for both original zoning for properties to be annexed and rezoning of property within the city are submitted to the Planning & Community Development Department on specific submittal dates. Zoning applications require a set of field notes with a sketch or legal description that adequately identifies the property to be zoned.

A zoning application is reviewed to determine if the location and the permitted uses in the proposed zoning district are appropriate in terms of the following:

- Compliance with the General Plan and other plans adopted by City Council.
- Ability of roads to handle traffic generated by uses permitted in the zone
- Availability of utilities to the site and their capacity to serve uses permitted in the proposed zone.
- Compatibility with adjacent land uses.
- Economic impact on the City

Zoning requires two public hearings, one before the Planning & Zoning Commission and one before City Council.

Zoning is granted at the sole discretion of City Council.

4. PLATTING.

Section 212 of the Texas Local Government Code regulates the platting process.

The primary design professionals involved in the platting process are Land Planners, Professional Engineers and Surveyors.

The purpose of the platting process is to review the subdivision design for compliance with City ordinances, plans and other regulations including the following:

- Subdivision Ordinance
- Zoning Ordinance
- Protected Tree Ordinance
- General Plan
- Transportation Plan
- Parks Master Plan
- Drainage & Utility requirements
- Flood damage prevention regulations
- Applicable state and federal regulations
- Traffic impact analysis requirements

a. Concept Plan

The Concept Plan is the first step in the platting process. This plan is submitted to the Planning & Community Development Department on specified submittal dates. A checklist, which outlines the requirements for a complete submittal, is available in the department or on line.

The purpose of the Concept Plan is to identify the basic subdivision layout and identify issues that will be required to be addressed in later steps of the process. The Concept Plan specifically addresses the following:

- Street layout, continuity and classifications
- General lot size and configuration
- Location and protection of flood plain
- Basic serviceability and servicing schematic
- Preservation of protected trees
- Location of parkland and compliance with Parks Master Plan
- Compliance with zoning ordinance requirements
- General impact of traffic generated by the proposed development
- Compliance with major regulations of other state, federal or local agencies
- Phasing and relationship of phases in a phased development

The approval of the concept plan requires a public hearing before the Planning & Zoning Commission and provides the following:

- The basis for the preparation of the Preliminary Plat.

- The basis for the Planning & Zoning Commission recommendation for Original Zoning

b. Preliminary Plat

The Preliminary Plat is the second step in the platting process. This plat is submitted to the Planning & Community Development Department on specified submittal dates. A checklist that outlines the requirements for a complete submittal is available in the department or on the Department web site.

The purpose of the Preliminary Plat is to work through details of the subdivision layout, provision of required utilities and drainage, parkland dedication, mitigation for protected trees to be removed and to ensure compliance with all applicable city ordinances.

Lots on a preliminary plat have dimensions and bearings but are not staked on the ground. A preliminary plat contains all required plat notes that will appear on the final plat and may contain additional notes outlining conditions of approval. Two-foot topography must also be shown.

The approval of a preliminary plat provides the basis and conditions to submit a final plat application.

c. Final plat

The Final Plat is the third step in the platting process. This plat is submitted to the Planning & Community Development Department on specified submittal dates. A checklist that outlines the requirements for a complete submittal is available in the department or on the Department web site. Final plats require all signatures & seals.

The purpose of the Final Plat is to provide a legal document that provides one or more legal lots identified simply by lot and block designations together with the name of the plat, and is recorded in the county courthouse. The approval of a final plat does not create the legal lots until it is recorded.

A final plat application will appear on the Planning & Zoning Commission agenda within 30 days of the submittal date, in accordance with state law.

d. Plat recording

Plat recording is the final step in the platting process. This plat is submitted to the Planning & Community Development Department. A

checklist that outlines the requirements for recording the plat is available in the department or on the Department web site.

The purpose of recording the Final Plat is to provide separate legal titles for each of the lots shown on the recorded plat and identify the exact size and location of each lot in the official County records.

Prior to recording the plat the Owner must either construct all required subdivision improvements or provide fiscal security to ensure the construction of these improvements. In addition fees and documents outlined in the plat-recording checklist must be provided. The recording process takes an average of one week once all required fees and documentation, including public works sign-off, are received.

5. CONSTRUCTION OF SUBDIVISION IMPROVEMENTS

a. Subdivision Improvement Construction Plans

Plans for subdivision improvements prepared by the subdivider's engineer (engineer must be licensed in State of Texas) are submitted to the Engineering and Development Services Department (EDS). The plans will show all streets, drainage, water, wastewater and associated improvements as designed by the engineer. EDS review the plans and comments are provided to the engineer. The engineer revises the plans accordingly and resubmits the plans. Once all comments have been satisfactorily addressed, EDS accept the plans for construction. This process is to ensure that required subdivision improvements are properly designed to meet the requirements of City ordinance and specifications.

b. Preconstruction Conference

Once construction plans have been accepted and copies of the plans provided to EDS for record information, a preconstruction conference is held. The subdivider (or his agent), the engineer, the subdivider's contractor, city staff, and all other involved parties are included. This conference is basically an information exchange to establish, among other things, names and phone numbers for the involved parties, who will be a contact for each party, who will be the superintendent at the construction site, how changes necessitated during construction will be handled, and particulars regarding City specifications and construction practices.

c. Construction & Inspection

Once a preconstruction conference is held, construction of the subdivision improvements may commence. During the construction, a City inspector will periodically visit the site for the purpose of observing the construction for conformance to the plans and City specifications. The subdivider's engineer is also charged by ordinance to inspect the construction.

d. Acceptance of Improvements

Once the improvements have been completed, as-built construction plans are required to be provided to the City and the subdivider's engineer is required to certify that the improvements have been completed in accordance with City ordinances and policies. The City's inspector will also indicate if the improvements have been satisfactorily completed and are ready for acceptance based on his periodic observance of the construction. The City is presented a maintenance bond for the purpose of guaranteeing the workmanship and materials of the improvements. Also, the subdivider will issue an affidavit to the City that states that the improvements have been constructed in compliance with the subdivision ordinance and requests the improvements be accepted by the City. Once all requirements have been satisfied, the City Engineer will issue a letter to the subdivider constituting formal acceptance of the improvements. The City basically assumes ownership of the improvements from the date of acceptance unless problems occur during the warranty period, the problems are rectified by the contractor, the subdivider or by the City making a claim under the maintenance bond.

Following acceptance of subdivision improvements the Plat may be recorded, or if already recorded fiscal guarantees that have been posted may be released.

6. SITE PLAN REVIEW (SITE DEVELOPMENT PERMIT)

The site development permit process is administered by the Development Review Committee and is regulated by the City of Round Rock Zoning Ordinance. All site development, other than single family residential, must obtain a site plan approval. The steps for this process include the following:

a. Presubmittal meeting

The first step of the site development submittal process is to contact the Planning and Community Development Department to schedule a meeting. The meeting includes all members of the project team and all representatives of the Development Review Committee. At this meeting the applicant presents their building and development goals with the city representatives. At this time the city representatives provide feedback and direct the applicant to the next steps in the development permit process.

The primary contact for the design team will be identified at this meeting and all correspondence will be sent to that contact person. The primary contact is responsible for distributing correspondence to all members of the development team and coordinating a comprehensive set of plans.

b. Preliminary Plan Submittal

Prior to submitting full construction plans, the applicant should submit a one-page site dimension plan indicating the scope of the project to the Planning & Community Development Department on the published submittal date. A submittal schedule and checklist is available from the Department or on the Department web site.

c. Site Development Plan Submittal and Approval

The official site development plan submittal shall consist of full construction plans (not including the building plans) for the project and shall be submitted to the Planning & Community Development Department on the published submittal date. A submittal schedule and checklist is available from the Department or on the Department web site.

d. Preconstruction Conference

Once the site development plans have been approved, the applicant should obtain the approved cover sheet from the Planning Department and submit 6 sets of the approved plans (including the signed cover sheet) to the Public Works Department. After 48 hours the applicant may call for a preconstruction conference.

7. BUILDING PERMIT

- a. Building Plan Submittal**
- b. Payment of Impact Fees**
- c. Construction & Inspection**

8. CERTIFICATE OF OCCUPANCY

The Certificate of Occupancy is the final point where compliance with all city ordinances is verified. Prior to a Certificate of Occupancy being issued all buildings, landscaping, paving, utility construction and drainage must be constructed in accordance with approved plans. All “As-Built” construction drawings and compliance letters certifying completion of construction in accordance with the approved plans must be submitted to the appropriate departments.

Fiscal guarantees may, at the City’s option, be provided for limited items not fully complete prior to the issuance of the Certificate of Occupancy.